



CITY OF  
**West  
Linn**

**PERSONAL SERVICES  
REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL AND TECHNICAL  
TRANSPORTATION SERVICES**

Public Works Department  
Engineering Division  
22500 Salamo Road  
West Linn, Oregon 97068  
PH. 503-722-5501 FAX 503-656-4106

**SUBMISSIONS DUE: November 6, 2013, 4:00p.m.**

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## SCHEDULE

RFQ ADVERTISED	October 16, 2013
RFQ SUBMITTALS DUE	November 6, 2013, 4:00p.m.
SHORT LIST INTERVIEWS ( <i>optional by City</i> )	Week of November 11 <sup>th</sup> , 2013
FIRM SELECTION	Week of November 11 <sup>th</sup> or 18 <sup>th</sup> , 2013

*The City reserves the right to make adjustments to the above noted schedule as necessary.*

## REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of West Linn, will receive Statements of Qualifications until **4:00 p.m. November 6, 2013** in the Office of **Public Works, Engineering Division**, 22500 Salamo Road, West Linn, Oregon 97068 for the following:

### **PROFESSIONAL AND TECHNICAL TRANSPORTATION SERVICES CITY OF WEST LINN, OREGON**

***The proposed work consists generally of the following:***

Transportation and traffic engineering services from highly qualified transportation consultants with demonstrated experience to provide traffic counts, reports, and modeling, surveying, geotechnical engineering, complete plan design, cost estimating, technical expertise in both field and office settings, limited project management, specialized inspection, transportation specialist support at public meetings, value engineering, and other transportation engineering services as may be needed by the City.

***Future projects may include:***

- Design of traffic signals and intersection improvements at Santa Anita Dr. and Rosemont Rd.
- Other miscellaneous traffic and transportation-related projects

This request for qualifications shall be used to compile a list of interested and qualified firms who will be ranked in accordance with procedures as outlined in this document and the City's Local Contracting Rules. Qualified firm(s) selected will negotiate contract scope and price on an individual project basis as they arise. Do not include any price or cost considerations with this Statement of Qualifications (SOQ).

Request for qualifications (RFQ) format and other related information is available at the Office of Public Works, Engineering Division, 22500 Salamo Road, West Linn, Oregon 97068 or at

<http://westlinnoregon.gov/rfps>

Statements of Qualifications must be received electronically via email to Lance Calvert at [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov) on or before 4:00 p.m. on the **6th of November, 2013**. No late responses, hardcopy, or faxed materials will be accepted.

## **INSTRUCTIONS AND CONDITIONS**

### **2.1 GENERAL:**

Firms must study carefully and conform to these "Instructions and Conditions" so that their Statements of Qualifications (SOQs) will be regular, complete and acceptable.

### **2.2 STATEMENT OF QUALIFICATIONS:**

All SOQs shall be legibly written in ink or typed and comply in all regards with the requirements of this solicitation. Statements of Qualifications shall be submitted on the prescribed form and in said manner as indicated in these solicitation documents. Use of recycled material is encouraged and the City reserves the right to use recycled material provided the provisions of ORS 279A.125 are met.

The West Linn Review Committee reserves the right to reject any and all SOQs not in compliance with all prescribed public contracting procedures and requirements, reject for good cause any and all SOQs upon the finding that it is in the public interest to do so and waive any and all informalities.

### **2.3. RECEIPT AND OPENING OF STATEMENTS OF QUALIFICATION:**

Qualifications statements shall be submitted prior to the time fixed in the advertisement for SOQs. SOQs received after the time so designated will be considered late and will be returned unopened. No responsibility will be attached to any official of the City for the failure to open a SOQ not properly identified.

SOQs shall be opened so as to avoid disclosure of contents to competing firms during the process of negotiation. SOQs will not be available for public inspection until after such time that a contract is executed in accordance with ORS 279C.107.

### **2.4 NONDISCRIMINATION:**

The successful firm agrees that, in performing the work called for by this RFQ and in securing and supplying materials, the firm will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

### **2.5 EMPLOYEES NOT TO BENEFIT:**

No employee or elected official of The City of West Linn shall be admitted to any share or part of any potential contract or to any benefit that may arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No firm shall provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in violation of ORS Chapter 244.

### **2.6. CITY FURNISHED PROPERTY:**

No material, labor or facilities will be furnished by the City unless otherwise provided for in future contracts for services.

### **2.7. COSTS:**

All costs incurred by the firm in preparation of SOQs to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the submitting firm; the City shall not be liable for any of these costs.

### **2.8. DURATION OF REQUEST FOR QUALIFICATIONS**

The list of firms generated from the responses to this RFQ shall be utilized for transportation services for a period of five (5) years.

## SCOPE OF WORK AND CONDITIONS

### 3.1 **PROJECT SCOPE**

Transportation and traffic engineering services from highly qualified transportation consultants with demonstrated experience to provide traffic counts, reports, and modeling, surveying, geotechnical engineering, complete plan design, cost estimating, technical expertise in both field and office settings, limited project management, specialized inspection, transportation specialist support at public meetings, value engineering, and other transportation engineering services as may be needed by the City.

#### ***Future projects may include:***

- Design of traffic signals and intersection improvements at Santa Anita Dr. and Rosemont Rd.
- Other miscellaneous traffic and transportation-related projects

#### ***Expectations:***

Interested firms must be able to demonstrate successful experience providing similar services to other municipalities, or similar entities. The City will look favorably upon firms that have consistently provided complex and/or related consulting services within prescribed budgets and schedules. The City will expect the selected firms to dedicate experienced technical and project management staff to the assigned tasks to ensure that solutions are creative, effective, cost conscious, and coordinated with other activities on or adjacent to the City. Firms must submit statements of qualifications based on providing and/or coordinating all services required for the complete design of facilities or plans.

### 3.2 **PUBLIC INVOLVEMENT PROCESS**

The consulting team is expected to be a part of the public involvement process. The selected consulting team should anticipate, resources required for responding to public inquiries and attending meetings with City Staff, Planning Commission, and City Council.

### 3.3 **QUESTIONS, ADDENDUMS, CONTACT WITH CITY PERSONNEL:**

The City of West Linn shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of a written addendum.

Every request for an interpretation shall be made in writing and addressed to **Lance Calvert (22500 Salamo Rd., West Linn, OR 97068 or [lcavert@westlinnoregon.gov](mailto:lcavert@westlinnoregon.gov))** and, to be given consideration, must be received at least ten (10) days prior to the submittal due date. Any and all such interpretations or addendums will be placed on the City's website <http://westlinnoregon.gov/rfps> not later than five days prior to the due date for SOQs. Failure of any firm to receive any such addendum or interpretation shall not relieve such firm from any obligation under this RFQ as submitted. All addenda so issued shall become as much a part of the RFQ documents as if bound herein.

All firms interested in this project will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.

## STATEMENT OF QUALIFICATIONS CONTENTS

### **4.1     GENERAL SUBMITTAL REQUIREMENTS:**

The submitted Statement of Qualifications should contain the required elements as stated in Sections 4.2, "Detailed Proposal Contents" and address the project scope in Section 3, "Scope of Work and Conditions."

The City reserves the right to solicit additional information or clarification from the firms, or any one firm submitting SOQs, should the City deem such information necessary.

Do NOT include any price or cost considerations with this Statement of Qualifications.

Any firm-supplied material that is to be considered confidential must be so marked.

The SOQs shall be submitted electronically via email to Lance Calvert at [lcavert@westlinnoregon.gov](mailto:lcavert@westlinnoregon.gov) before the due date set in this RFQ. Include the project name in the email subject title. Applicants will receive an email response stating their application was received. No late responses, hardcopy, or faxed materials will be accepted.

Please keep applications to a maximum of 15 pages (plus a maximum of 5 resumes) to address the SOQ criteria. File size must be kept under 30MB.

If a firm wishes to submit a company brochure, this may be done under a separate cover. The brochure will not be used in the selection process and may be retained in the City files.

### **4.2     DETAILED STATEMENT OF QUALIFICATIONS CONTENTS:**

The Statement of Qualifications shall contain responses to the required criteria in the following format:

#### **Section 1     Cover Letter**

- a. A one-page dated cover letter indicating the firm's interest in the project with signature shall be submitted containing the name, address, tax filing name and number of the corporation or business structure submitting the SOQ. Please indicate if the firm is a resident vendor, as defined in ORS 279A.120. Also submit the name, address, telephone, email, and title of the person authorized to represent the firm.

#### **Section 2     Table of Contents**

- a. A table of contents of the material included in the proposal.

#### **Section 3     General Firm Information**

- a. Provide a general description of the firm. Include a delineation of proposed services, company experience, and approach to the project. This section may include a flow chart, methodology, unique management strategies, etc. Provide an organizational chart showing key personnel and their work location(s).
- b. Demonstrate specific capabilities for fulfilling the project requirements according to similar previous experience including years of business, bankruptcy filings, and bonding capability.
- c. Describe your firm's internal procedures related to work quality and cost control.
- d. Identify any contract or subcontract held by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
- e. Provide information on the types and amounts of insurance carried by the firm.

**Section 4      Experience, Organization, and Qualifications of the Project Team**

- a. Provide organizational structure of teams who would be assigned to this project, including experience and relevance of key personnel assigned to this project. Identify relevant education, professional certifications, years of experience and resumes (5 maximum resumes) of key personnel.
- b. Identify a proposed project manager as a key point of contact for the City. Describe the project manager's experience with similar projects.
- c. Include names, address, phone number, and a statement of qualifications and experience of subcontractors that may be used to complete project tasks (geotech, surveyors, traffic/pavement studies, etc.).

**Section 5      Example Projects**

- a. Describe similar projects performed within the last 5 years which best characterize your firm's capabilities, work quality, and cost control. Include project size, schedule, quality of performance, and role of participation in project by key personnel. For each project include the name, address, email, and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your team worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- b. Provide any written letters of reference from agencies with similar projects if available.

**Section 6      Principal Office Location and Local Participation**

- a. Identify the location of the firm's principal office and the office location of key staff expected to work on the project. Discuss staff availability and scheduling to work on City projects, in addition to ability to provide local presence for site visits and meetings.

**Section 7      List of Exceptions**

- a. This section shall describe any exceptions taken to any section in the RFQ.

## EVALUATION AND SELECTION CRITERIA

### 5.1 STATEMENTS OF QUALIFICATION REVIEW:

Firms will be selected through a qualifications-based selection process as described in the City's Local Contracting Rules and as provided under ORS 279. Each proposal will be evaluated based on responses provided to Sections 4, "Statement of Qualifications Contents" and addressing project scope as described in Section 3, "Scope of Work and Conditions" as outlined in this Section.

The Review Committee will evaluate the submitted SOQs and will consist of select Engineering and Public Works Staff.

The three highest qualified firms will be contacted for further evaluation if necessary, that may include oral interviews and reference verifications. The primary intent in the selection process is to provide the City with a given level of specialized skill, knowledge, and resources and qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment.

Upon final selection of the most qualified firm(s), compensation and personal services contract scope and negotiations will take place. A sample Personal Services Contract may be found at the end of this document. During negotiation the City may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and a fair and reasonable fee that best represents the efforts required. If the City is unable to come to terms with the first choice firm, discussions shall be terminated and negotiations will begin with the second choice firm. The City reserves the right to reject any and all proposals.

### 5.2 EVALUATION CRITERIA:

The following criteria will be considered in evaluating all proposals. Use of the rating points system is only a guide to the Review Committee. A major deficiency in any one category can disqualify the firm.

- |           |  |                    |
|-----------|--|--------------------|
| <b>1.</b> | <b>Content: (Section 4)</b><br>Submitted Statement of Qualifications contain all required items as described in Section 4, "Statement of Qualifications Contents."   | <b>0-5 points</b>  |
| <b>2.</b> | <b>General Firm Information: (Section 4.2.3)</b><br>The organization, experience, value engineering, capability, and approach offered by the firm will be evaluated in terms of its applicability to the requirements specified in this RFQ.             | <b>0-30 points</b> |
| <b>3.</b> | <b>Experience, Organization, and Qualifications of the Project Team: (Section 4.2.4)</b><br>Professional experience of key personnel and expected subcontractors with similar projects will be evaluated.  | <b>0-20 points</b> |
| <b>4.</b> | <b>Example Projects: (Section 4.2.5)</b><br>Applicability of recently completed projects by the firm to projects anticipated by the City. Consideration of the firm's ability to competently design and control costs, quality, schedule, and work flow. | <b>0-20 points</b> |
| <b>5.</b> | <b>Principal Office Location and Local Participation: (Section 4.2.6)</b><br>Availability of firm and staff to promptly resolve design or project conflicts.   | <b>0-10 points</b> |
| <b>6.</b> | <b>Overall Evaluation of the Firm</b><br>General overall evaluation of the firm and its perceived ability to best perform the required services.   | <b>0-15 points</b> |

**TOTAL POINTS    100**



## **SAMPLE CONTRACT**

A sample contract can be found on the City of West Linn's RFP/RFQ Bids page under this project listing at:

<http://westlinnoregon.gov/rfps>